

**STATE OF CALIFORNIA
CALIFORNIA TRADE AND COMMERCE AGENCY**

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.



CLASSIFICATION: Associate Development Specialist (P/FT)
Salary Range: \$3,764 - \$4,576

DATE: June 28, 2000

LOCATION: Division of Science, Technology and Innovation

FILING DEADLINE: July 11, 2000 or until filled

JOB DUTIES: The Associate Development Specialist will coordinate, execute duties, act as a day-to-day interface, provide guidance and management for projects and activities associated with the statewide effort to provide a partnership ensuring a technology driven economy for all Californians. The responsibilities of the Associate Development Specialist for the position are described as follows:

- Facilitate the formation of joint, value-added, State/federal/academic/private sector partnerships and alliances to maximize the business creation potential of California's technological assets through funding, initiatives, and infrastructure development in critical areas not currently served by others.
- Help provide leadership and coordination to statewide organizations involved in promoting, facilitating, or assisting small businesses, manufacturers for entrepreneurs throughout the State.
- Work with the various non-profits under contract with the Division of Science, Technology and Innovation to meet stated objectives, milestones and within budget, and that deviations are acknowledged in a timely fashion.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- Management strategies for implementing a complex statewide program including, familiarity with budgets, contracts, and the Trade and Commerce Agency's administrative requirements.
- Regional economic development trends and issues, strategies for designing and implementing projects and programs.
- Programs available to businesses from the Trade and Commerce Agency and general knowledge of other state programs that may assist companies.
- Federal and State grant and loan programs for local economic development and business development.
- Technology/science industry or manufacturing or entrepreneurship/finance.

Ability to:

- Speak with confidence to large groups of constituents.
- Work independently with only general supervision.
- Conduct strategic planning.
- Evaluate programs.
- Work cooperatively and in coordination with other staff, State and federal agencies, and local organizations.
- Write reports/proposals, and perform analyses and research as required.
- Develop and implement policy.

Reference:

- Please provide writing samples.

DESIRABLE QUALIFICATIONS:

- Broad business knowledge, experience in science and technology policies, and expertise in forming partnerships between private/public, local, regional, State, or federal entities to accomplish the State's mission as needed.
- Interest in or experience with entrepreneurship, science or technology, small business assistance, digital divide/access, small manufacturing is helpful.

SROA AND SURPLUS EMPLOYEES ENCOURAGED TO APPLY

Contact: Carol Harrison

Phone: (916) 322-6411

PLEASE SUBMIT YOUR APPLICATION TO:

California Trade and Commerce Agency
Division of Science, Technology and Innovation
801 K Street, Suite 1700
Sacramento, CA 95814
Attention: Carol Harrison
RPA #00-179